

Directive 311.2  
11/16/90

ORGANIZATION OF THE AGRICULTURAL MARKETING SERVICE

- I. PURPOSE This Directive sets forth the policies regarding the organization of the Agricultural Marketing Service (AMS) and outlines procedures for making changes to the organization.
- II. REPLACEMENT HIGHLIGHTS This Directive replaces AMS Directive 311.2, dated 8/12/87.
- III. POLICY It is AMS policy to:
- A. Organize all levels of the Agency to achieve mission and program goals in the most efficient, effective, and economical manner possible.
  - B. Make clear and understandable functional assignments.
  - C. Delegate authority so that decisions are made at the lowest possible organizational level consistent with effective managerial control.
  - D. Locate personnel in the field rather than in the Washington, DC, metropolitan area, whenever practical and efficient
  - E. Collocate AMS field units, where feasible.
- IV. AUTHORITIES Departmental Regulation 1010-1, Organization, dated April 4, 1986 and OMB Circular No. A-105, dated April 4, 1974.
- V. DEFINITIONS
- A. Unit. Any organizational component.
  - B. Region. A geographical area resulting from the primary division of the United States into groups of two or more States.
  - C. Regional Office. An office physically within the geographical boundaries of a region that has overall responsibility for the region. The regional office reports directly to Agency headquarters.
  - D. Sub-Regional Structure (Field Office). Any field structure that consists of subdivisions of regions into smaller geographic areas.
  - E. Major Function. A program function which is one of the basic purposes for the existence of AMS or one of the following types of management support functions: public affairs, legislative affairs, internal control and compliance, equal opportunity and civil rights, budget and finance, personnel management, administrative services, communications, planning and evaluation, and information resources management.
  - F. Organizational Changes. Changes which result in the establishment, abolishment, or transfer of functions or

areas of responsibility, including geographic assignments of responsibility, within a unit or among units. Reassignments of duties among individuals within the same unit is not considered an organizational change.

VI.  
RESPONSI-  
BILITIES

A. The Deputy Administrator, Management; the Director, Personnel Division; the Director, Equal Employment Opportunity; and the Legislative Liaison shall review all requests to establish, close, or relocate any regional or field office.

B. Division Directors shall:

1. Organize their Divisions in the most efficient and economical manner to meet program requirements.

2. Ensure that organizational charts and functional statements for activities under their direction are accurate and current.

3. Coordinate all organizational changes with the Personnel Division (PED) and obtain approvals as listed in Attachment 1. A major reorganization may involve a combination of the various changes listed in the Attachment. Any changes that result in an office being established, closed, or relocated are also subject to the provisions of AMS Directive 241.1, Establishing, Closing, or Relocating Offices and Facilities.

C. PED shall:

1. Work with Agency managers to analyze and evaluate organizational proposals for adequacy and propriety in relation to AMS objectives and missions. The proposed organizational structure will be reviewed in terms of position management, lines of delegated authority, staffing patterns, line-staff relationships, supervisory ratios, assignment of responsibilities, management controls, and related factors.

2. Draft organizational charts, assign organizational structure codes, and assist managers in developing functional statements.

3. Obtain approvals from the Department and the Office of Management and Budget (OMB) as required for organizational changes. Assist managers in preparing documentation to support proposals and provide liaison with the Department on organizational packages.

4. Conduct organizational reviews to determine the effectiveness of existing structures. Recommend changes as necessary.

VII.  
PRIOR  
APPROVAL  
REQUIRE-  
MENTS

A. Approval of OMB is required for establishing or realigning regional boundaries that do not conform with the 10 standard Federal regions or authorized combinations thereto and/or locating a regional office outside a standard regional headquarters city.

B. Approval of the Department is required for changes which result in the establishment, abolishment, or transfer of:

1. Any headquarters unit down to, and including, the division level or equivalent. This includes staff offices which report directly to the Administrator.

2. Any regional structure or regional office.

3. Any field unit which has, or will have, 10 or more employees.

4. A major function by any of the above units which will result in changes to the Agency organizational chart.

C. Approval of the Administrator is required for major organizational changes listed in Attachment 1.

D. Approval of the Deputy Administrator, Management; the Director, Personnel Division; the Director, Equal Employment Opportunity; and the Legislative Liaison, documented on APHIS Form-114, Request to Establish, Close, or Move Field Offices, is required to establish, close, or relocate any regional or field office.

E. PED action is required to implement all of the changes listed in Attachment 1.

VIII.  
HOW TO  
REQUEST  
PRIOR  
APPROVAL

A. The originating office shall:

1. Send requests for all organizational changes listed in Section VII.A. and B. to PED. Requests shall include:

a. Nature of the proposed organizational change, factors making the change necessary, and the rationale for choosing the particular organizational structure proposed.

b. A draft organization chart illustrating proposed changes. If requesting establishment or changes in the boundaries of a region, submit a revised map.

c. Staffing charts showing present and proposed positions (title, series, and grade) for each organizational component affected by the proposed change.

d. Draft functional statements for all organizations affected by the proposal.

e. One-time and a 5-year projection of costs required to implement the proposed change. (Costs will include such items as additional salary expense, new equipment and/or relocation expense, space renovation and lease expense, personnel relocation expense, etc.).

f. Any information or material which will help clarify the reasons for the proposed change, such as studies, reviews, and surveys.

g. A proposed schedule for implementing the change.

h. A summary of comments received from the trade, other Federal agencies, and States which were consulted on the proposal. Include a record of congressional notifications where warranted.

i. A statement describing any impact on minorities or women employees affected by the proposed change, and an explanation of the actions planned to offset any impact.

j. An account of the extent to which the proposal furthers AMS policy as stated in Section III.

2. Initiate APHIS Form-114 in accordance with AMS Directive 241.1 for all actions to establish, close, or relocate any regional or field office.

B. PED will ensure that submissions to the Department and OMB conform to requirements, prepare transmittal letters, and forward requests through appropriate channels for approval. Upon approval, PED will notify the appropriate managers and make initial distribution of the new organizational chart. PED will then work with the managers to implement the changes and coordinate actions with APHIS Field Personnel Services and Customer Support Services which may include reductions-in-force, transfers of functions, reassignments, and realignments.

IX. RESTRICTION ON ANNOUNCEMENT When considering a change that requires prior approval(s), program officials will not announce to the public or to employees that a decision has been reached until the approval has been given. However, program officials may inform employees that an organizational change is under consideration.

X. LABOR UNION INVOLVEMENT Prior to implementing organizational changes affecting members of a bargaining unit, PED, in coordination with appropriate program managers, will consult with the recognized labor organization to ensure compliance with Title VII of the Civil Service Reform Act of 1978.

L.P. Massaro  
Deputy Administrator, Management

Attachments:

Attachment 1 -- Required Approvals for Organizational Changes

Attachment 1  
AMS Directive 311.2  
11/16/90

Required Approvals for Organizational Changes

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Action/Approval Office

	D	A				
	E	D				
	P	M	M	A	D	
P	U	I	G	D	E	O

Change	Documentation	E D	T Y	N R	M T	M R	P T	M B
1. Agency organization structure down to Division level	New AMS Chart Formal package *	X				X	X	
2. Division organization a) Branch level	New Division Chart Memo **	X				X		
b) Section level and below	Memo	X						
3. Establish regional structure	Formal package	X				X	X	X
4. Change existing regional boundaries	Formal package	X				X	X	X
5. Move or establish Regional Office outise standard Federal city	Formal package and APHIS Form-114	X	X			X	X	X
6. Establish new field office								
a. 9 people or less	APHIS Form-114	X	X					
b. 10 people or more	APHIS Form-114 and Formal package	X	X			X	X	
7. Move Field Office								
a. same city	APHIS Form-114	X	X					
b. new city								
(1) 9 employees or less	APHIS Form-114	X	X					
(2) 10 employees or more	APHIS Form-114 and Formal package	X	X			X	X	
8. Close Field Office								
a. 9 people or less	APHIS Form-114	X	X					
b. 10 people or more	APHIS Form-114 and Formal package	X	X			X	X	
9. Change name of existing unit								
a. Branch	New Division Chart Memo	X				X		
b. Section/Field Office	Memo	X						

\*For contents of formal package refer to Section VIII.A.1.

\*\*Brief memoranda to PED describing proposed change(s).

